

Department Of Correction

Official Title: **Student Intern**

Position Type: **Internship**

Posting ID#: 002

INTERNSHIP INFORMATION

Salary: Unpaid

Number of Vacancies: 1

Location: Central Records Unit,
Concord

Internship Track: Central
Classification

Hours/Schedule: 9:00-5:00

Duration: Full semester

Position Description: Intern will work with the Records Staff in the Central Records Unit.

Responsibilities/Major Duties: The mission of Central Records Unit is to provide accurate information to authorized person/agencies in compliance with all laws, policies and procedures. The Central Records Unit provides support to the Central Date Computation Unit and the Records Department at each facility. The Central Records Unit Manager is the Keeper of Records for the Department of Correction and may testify as to the authenticity of an inmate's prior commitments. The Central Records Unit is also the liaison for the Social Security PUPS program

Preferred Qualifications: The successful candidate should demonstrate interest in criminal justice; logical thought processes; strong math skills, must possess strong knowledge of Microsoft Excel.

How to apply:**Mail Internship Application to:**

Monserrate Quiñones Director, ODEO
Office of Diversity & Equal Opportunity
P.O. Box 946
Norfolk, MA 02056
Fax: (508) 850-7785

For additional information or questions, please contact:

Lori Costa at (508) 850-7783 or email at lori.costa@massmail.state.ma.us

Agency Web Address: <http://www.mass.gov/doc>

An Equal Opportunity/Affirmative Action Employer.
Women, minorities, veterans, and people with disabilities are strongly encouraged to apply.